Managing plan admins

Tags: Skills

Plan admins on a team plan can add more plan admins, manage their licenses, and remove them from the plan to fit the needs of your organization.

This article shows you how to manage plan admins right in the Skills platform. However, if you're managing large organizations with multiple admins, you can use a CSV upload to simplify the process and reduce human error.

In this article

Who can use this?

	Stnd	Prem	Strt	Pro	Ent
Learners:					
Managers:					
Admins:			✓	✓	✓

Adding plan admins

You can assign the role of plan admin to existing Skills users, or invite new users and add them as admins.

Adding existing users

1. Click the **Admins** tab on the People page (opens in new tab).
2. Click **Add new admin**.
3. Use the default tab **Designate from account**.
4. Select one or more existing users to assign as admins. As you type in the search bar, names of existing users will appear for you to select.
5. Click **Add admin**.

Note: Names of users on your plan who are already set as plan admins will not appear in the search results.

Inviting new users

1. Click the **Admins** tab on the People page (opens in new tab).
2. Click **Add new admin**.
3. Click the **Invite new** tab.
4. Add the email address of each plan admin you wish to invite.
5. Click **Next**.
6. Select any Skills license(s) you wish to assign. You can always change this later—see Managing admin licenses, below.
7. Click **Add admin**.

> **Tip:** When adding multiple admins at once, each will be assigned the same Skills license(s), if selected. If you wish to assign them unique license settings, repeat the steps above for each admin individually instead. Or you can use a CSV upload to simplify the process and reduce human error.

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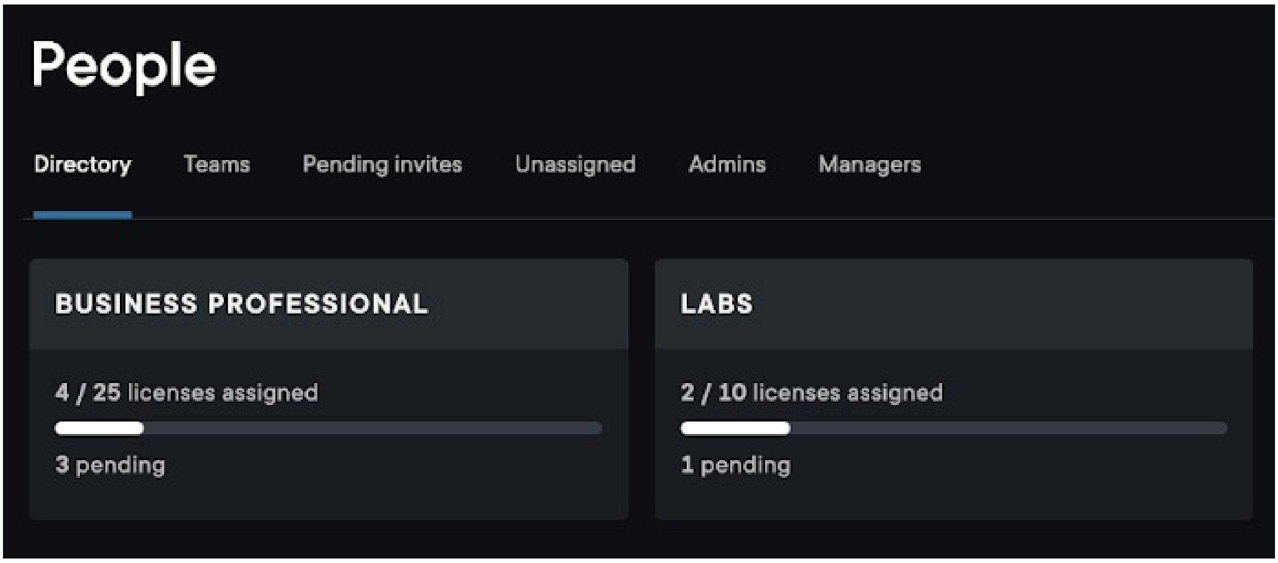
Managing admin licenses

Plan admins don't need a Skills license to manage their team or curate content in channels. But without a license, they can't watch content.

You can add or remove Skills licenses from plan admins as needed.

1. Click the **Admins** tab on the People page (opens in new tab).
2. Find the plan admin in the list.
3. Check the **License** toggle to see if they're currently assigned a license.
4. Switch the **License** toggle on or off as needed.

The **Directory** tab on the People page (opens in new tab) shows how many licenses you have available to assign. See Adding and removing licenses if you need to purchase more.



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Removing plan admins

Note: The following will happen when you remove a plan admin:

- The admin's Skills license(s) and teams manager permissions (if any) will remain unchanged.
- If the admin does not have a Skills license assigned to them AND is not assigned to manage any teams, they will be removed from your plan.
- If the admin is removed from the plan, their Pluralsight account will remain intact, including their course history, profile settings, and any personal channels they have created. If—in the future—you re-invite them to the plan, they join another organization's team plan, or they get their own individual subscription, they will retain access to their account, as long as they still have access to one of the email addresses associated with it. For this reason, we recommend that users add a personal email in addition to their primary email address.

For additional information on what happens when a user is removed from a plan, see Pluralsight Skills individual accounts and business plans.

To remove a plan admin:

1. Click the **Admins** tab on the People page (opens in new tab).
2. Click the **X** in the **Remove** column for any plan admin you wish to remove.
3. Click **Remove admin** in the confirmation popup that appears.

If you need help, please contact Pluralsight Support.